

UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT

****IMPORTANT NOTICE****

Beginning August 1, 2005 the United States Bankruptcy Court will implement mandatory electronic filing through the Court's Electronic Case Filing system (ECF).

Attorneys and Trustees (Filers) *who must file electronically* must register for electronic filing and receive their login and password prior to August 1, 2005. Users opting to file electronically may register at any time.

Since registration is conditioned upon passing a test of competency in utilizing the ECF system (even if you have a valid registration in another district), on-line or classroom training is strongly encouraged. Attorneys and their staff may attend *classroom* training at the court's locations in Hartford, New Haven or Bridgeport, *or* may participate in the court's *on-line* training. Classroom training will be offered during June and July, and you must be scheduled for a class no later than June 30. Please note that for classes conducted prior to August 1, 2005, only the registering attorney and one of her/his staff may attend classroom training. You may schedule classroom training using the court's website, or by contacting the clerk's offices. If you do not schedule classroom training, your registration and on-line exam must be submitted no later than July 21 to allow for processing.

There are separate on-line training tutorials for Filers and Users. The *Filers's* training tutorial is intended for attorneys, trustees, and their respective staff. The *User's* training tutorial is intended for parties who file proofs of claim and/or requests for notice but are not appearing as parties in a case. Please refer to the website's Training section for more detailed information.

Electronic filing will be mandatory for attorneys, absent a specific exemption granted on a case by case basis by the court. However, pro se filers are exempt from electronic filing.

Practitioners are urged to fully review the Court's Administrative Procedures for Electronic Filing, available on our website, or at any of the clerk's offices.

FOR THE COURT
Deborah S. Hunt, Clerk